

Minutes of the Annual Meeting of Northleach with Eastington Town Council held in the Westwoods Centre on 17 May 2023, 7pm

Present: Cllrs Terry Morley-Blackwell (Chairman), Byron Hadley, Brian Hulcup, Matt Jackson, Laura Kirkby, Patsi Rainey, Caroline Saunders, Mark Tennant, Andrew Wellman, and Guy Woolley.

In Attendance: Ruth Waller (Locum Clerk) and 4 members of the public

1. Election of Chairman

The meeting was opened by the outgoing Chairman, Cllr Morley-Blackwell, who invited nominations for the office of Chairman.

Cllr Wellman proposed, Cllr Hulcup seconded, and it was RESOLVED that Cllr Morley-Blackwell be elected as Chairman of the Council to hold office until the next Annual Meeting.

Cllr Morley-Blackwell signed a declaration of acceptance of the office of Chairman.

2. Appointment of Vice Chairman

Cllr Morley-Blackwell proposed, Cllr Hulcup seconded, and it was RESOLVED that Cllr Wellman be appointed as Vice-Chairman of the Council.

3. Apologies for Absence

Apologies had been received from Cllr Jules Russell due to a prior commitment.

4. Acceptance of Office

It was confirmed that all councillors at the meeting had signed a declaration of acceptance of office before the meeting in accordance with the law.

It was RESOLVED that Cllr Jules Russell's declaration could be signed later providing it was delivered within ten days of the meeting.

5. Declarations of Interest

No interests were declared.

6. County and District Council reports

County Councillor Paul Hodgkinson had sent his apologies.

Following his recent re-election, District Councillor Tony Dale provided a brief explanation of Cotswold District Council's responsibilities, adding that councillor roles will be decided at their meeting on 24 May. He also reported that the district council was willing to fund cycle racks on the Market Place. This topic would be added to the next agenda for discussion.

7. Public Questions

A resident commented that it was a shame they didn't have more information about the candidates in the election, and that Eastington no longer had representation on the council. He also asked the council to consider moving the public session to the end of the meeting.

A former councillor asked if the Town Council would be organising another Community Exhibition and offered to help with the event. It was agreed to add this as an agenda item for the next Council meeting.

8. Confirmation of Minutes

It was RESOLVED that the minutes of the Ordinary Meeting of the Town Council held on 19 April 2023 be confirmed and signed as a true record.

9. Action Point Update

The Town Clerk was unavailable to give a report.

10. Planning Matters

10.1 There were no planning decisions to report at variance with the views of the Town Council.

10.2 The Town Council had not received any requests for consultation on planning applications.

11. Standing Orders

A draft document had been circulated. The following amendments were proposed:

- Clause 16.4: To state that the Town Clerk has been appointed as the Council’s Responsible Financial Officer so that it mirrors the Financial Regulations.
- Clause 19c: To refer directly to the Finance and General Resources Committee as the committee with delegated responsibilities for staff matters.

It was RESOLVED, subject to these amendments, that Standing Orders are re-adopted.

12. Financial Regulations

A draft copy of Financial Regulations had been circulated with changes to thresholds and delegation for authorising expenditure highlighted.

It was RESOLVED to defer this item.

Cllr Woolley requested a copy of the Risk Management Policy and Risk Register.

13. Annual Review of Policies

It was RESOLVED that the review of policies required by standing order 5j be deferred.

It was noted that the Social Media Policy was not available on the Council’s website. Cllr Morley-Blackwell to liaise with the Clerk to rectify the issue.

14. Committees Terms of Reference

To review terms of reference for committees and delegation arrangements.

It was RESOLVED that the Terms of Reference be re-adopted.

15. Appointment to Committees

15.1 It was RESOLVED that members be appointed to committees as follows:

Finance and General Resources	Property and Premises Management	Westwoods Committee
Brian Hulcup Matt Jackson Laura Kirkby Patsi Rainey Guy Woolley Andrew Wellman	Byron Hadley Brian Hulcup Terry Morley-Blackwell Patsi Rainey Mark Tennant Guy Woolley Andrew Wellman	Byron Hadley Matt Jackson Terry Morley-Blackwell Caroline Saunders Mark Tennant

Cllr Morley-Blackwell pointed out that the Property and Premises Management Committee had traditionally included non-councillor members for their skills or experience. It was agreed that past committee member Tim Barter be invited back onto the committee as a non-voting member. The local undertaker and memorial mason had also been invited.

It was RESOLVED that only councillors would have voting rights on committees.

15.2 It was RESOLVED that the committees be permitted to appoint their own chairmen.

15.3 It was RESOLVED that substitute committee members were not required.

16. Parking Strategy Steering Group

16.1 To review the steering group terms of reference and membership. There was a discussion around the vision and purpose of the group, and the best method to achieve the aim of making improvements to parking and the Market Place.

It was RESOLVED that the group would be instructed to wrap up their work in one or two more meetings and present a report of their findings to the Town Council.

16.2 Member motion: To carry out an accessibility audit of the Town.

A quotation had been received from Accessible Gloucestershire. Cllr Kirkby offered to carry out an accessibility audit of the Town, at no cost to the Council.

It was RESOLVED that Cllr Kirkby's offer be accepted.

16.3 Member motion: To undertake a community consultation to help identify and capture resident's views of the parking and travel issues across town.

It was RESOLVED that this item be deferred.

17. Representation on Outside Bodies

To review representation on external bodies and arrangements for reporting back.

Councillor representatives were agreed as follows:

- (a) Planning: Cllrs Hulcup, Rainey, and Tennant
- (b) Highways: Cllrs Hulcup, Jackson, and Morley-Blackwell,
- (c) Flood Warden Scheme: Cllr Hulcup

18. General Power of Competence

It was RESOLVED that the Town Council meets the eligibility criteria to adopt the General Power of Competence of having a qualified Clerk and at least two-thirds of councillors elected, and would adopt the power.

19. Asset Register

To review the inventory of land and other assets (asset register)

Council reviewed the asset register with no further amendment required.

20. Insurance

To confirm arrangements for insurance cover in respect of all insured risks. The insurance renewal documentation had been circulated showing a premium of £3,795.30 inclusive of insurance premium tax and administration fee. It was noted that there are no material changes to the council's assets and that council is in the third year of a 3-year agreement.

The motion was not put to the vote.

21. Subscriptions to Other Bodies

To review subscriptions to other bodies. Current subscriptions were: Gloucestershire Association of Town & Parish Councils (inc. NALC), Society of Local Council Clerks (SLCC), Institute of Cemeteries and Crematorium management (ICCM), Gloucestershire Playing Fields Association (GFPA), Gloucestershire Rural Community Council (GRCC), and Campaign for the Protection of Rural England (CPRE).

It was RESOLVED to defer this item, due to the absence of the Town Clerk.

22. Section 137 Expenditure

To review expenditure incurred under Section 137 of the Local Government Act 1972 in 2022-23. The Locum Clerk was invited to explain the background of using this legal power.

It was RESOLVED that the item be deferred until more information was available.

23. Schedule of Meetings

To determine the time and place of ordinary meetings of the Council and committees up to and including the next Annual Meeting of Council. A draft schedule had been circulated.

It was RESOLVED that the meetings schedule be approved.

24. Finance

24.1 The bank reconciliation of 30 April 2023 was noted.

24.2 Council received the budget monitoring report for the year to date.

24.3 It was noted that the first instalment of the precept of £72,865 had been received.

24.4 To approve the transfer of funds into the instant access savings account.

It was RESOLVED that the Clerk be asked to find an additional savings account with another institution in order to mitigate the risk of bank failure.

24.5 To review the bank mandate and appoint new signatories.

It was RESOLVED that Cllrs Rainey and Woolley be added as bank signatories.

24.6 To authorise the payment of accounts as per the schedule appended.

It was RESOLVED that payments be authorised in the sum of £15,512.19.

25. Internal Audit

To receive the internal audit report and agree any actions arising.

The Internal Audit Report had been circulated and its contents were noted.

Recommendations on management of petty cash and bar stock were already in hand.

26. Recruitment

To approve job description, key terms, advert, and method of advertising for Administration Officer position, or agree alternative actions.

It was RESOLVED that the item be deferred.

27. Correspondence

27.1 Invitation to Cirencester Food Bank "Food Poverty" event on Tues 13 June at 11am.

It was agreed that Cllr Morley-Blackwell would attend.

27.2 Invitation to submit a motion to GAPTC's AGM on 22 July.

The Chairman invited Members to send proposals to the Clerk.

28. Committees & Working Parties

To receive minutes of the Finance and General Resources Committee on 25 April 2023.

Minutes would be circulated when available.

29. Future Agenda Items

Already noted: Glorious Cotswold Grasslands, Market Place toilet block, pavement, Fortey Woods, offer for The Old Woolhouse, events committee, potholes.

To be added: public questions, community exhibition, cycle racks on Market Place.

30. Next Meeting

The next meeting will be held on 14 June 2023, 7pm in the Westwoods Centre

There being no further business, the meeting closed at 9pm.

Signature of the Chairman on approval of the minutes: _____

Payment schedule (minute 24)

Date	Supplier	Service	Amount	Authority
16-Apr	Everflow	Westwoods water	£ 66.24	LGA 1972 s133
17-Apr	Guru	Website hosting	£ 89.88	LGA 1972 s142
17-Apr	Cartridge Save	Printer ink	£ 35.41	LGA 1972 s111
17-Apr	Blinds Direct	Vertical blinds	£ 237.35	LGA 1972 s133
17-Apr	EDF Energy	Westwoods electricity	£ 463.05	LGA 1972 s133
19-Apr	Spot On Supplies	Cleaning supplies	£ 56.33	LGA 1972 s133
19-Apr	Cellar Supplies	Bar stock	£ 992.07	LGA 1972 s145
20-Apr	My Cardboard Cutout	King Charles cutout	£ 39.99	LGA 1972 s145
22-Apr	BrightHR	HR support	£ 24.30	LGA 1972 s111
22-Apr	Zen Internet	Broadband	£ 32.40	LGA 1972 s133
24-Apr	Nisbets	Tableware	£ 78.62	LGA 1972 s145
24-Apr	Stephensons	Dinner plates etc.	£ 90.13	LGA 1972 s133
25-Apr	Fruitcakes	Milk etc.	£ 10.64	LGA 1972 s145
25-Apr	Amanda King	Westwoods cleaning	£ 128.00	LGA 1972 s133
25-Apr	Bridget Bowen	Internal audit visit	£ 340.00	AAR 2015 s5
27-Apr	GRCC	Annual membership	£ 25.00	LGA 1972 s111
29-Apr	Cotswold Stores	Bar stock	£ 47.28	LGA 1972 s145
29-Apr	Casual bar staff	Wages	£ 155.00	LGA 1972 s145
30-Apr	Mainstream Digital	Telephone line	£ 53.68	LGA 1972 s133
30-Apr	Grundon	Waste collection	£ 108.40	Litter Act 1983 s5
30-Apr	McCracken and Sons	Grounds maintenance	£ 1,345.20	LG(MP)A 1976 s19
02-May	Gallagher	Insurance	£ 3,795.30	LGA 1972 s111
03-May	Starboard Systems	Scribe Accounts	£ 606.53	LGA 1972 s111
03-May	Cellar Supplies	Bar stock	£ 393.67	LGA 1972 s145
04-May	Cellar Supplies	Bar stock	£ 31.79	LGA 1972 s145
05-May	Cellar Supplies	Credit note	-£ 139.19	LGA 1972 s145
05-May	Cotswold Stores (BC)	Bar stock	£ 14.94	LGA 1972 s145
05-May	Casual bar staff	Wages	£ 90.00	LGA 1972 s145
05-May	ROSPA Play Safety	Playground inspections	£ 201.00	LG(MP)A 1976 s19
06-Mar	Fruitcakes (PR)	Milk	£ 3.60	LGA 1972 s145
08-May	Citizens Advice	Donation	£ 200.00	LGA 1972 s142(2A)
09-May	Fruitcakes	Coronation buffet	£ 354.00	LGA 1972 s145
10-May	GPFA	Annual membership	£ 50.00	LG(MP)A 1976 s19
10-May	Cellar Supplies	Bar stock	£ 257.59	LGA 1972 s145
11-May	Boyd Sports & Play Ltd	Line marking machine	£ 300.00	LG(MP)A 1976 s19
22-May	BrightHR	HR support	£ 24.30	LGA 1972 s111
22-May	Zen Internet	Broadband	£ 32.40	LGA 1972 s133
25-May	Staff costs	May salaries, pension	£ 4,877.29	LGA 1972 s112
	TOTAL PAYMENTS		£ 15,512.19	